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PART I

SECTION 2. EMPLOYEE INDOCTRINATION PROCEDURES

2-1 REQUIREMENTS FOR INDOCTRINATION

Support and Special Agent personnel must be given detailed indoctrination on rules, regulations, procedures, and policies of the FBI as soon as they enter on duty. Additional indoctrination must continue during the course of their Bureau careers. All appointments are made effective the date employees report for duty except whenever employees report for duty on the first Monday of a pay period, the effective date of appointment will be recorded by the Bureau on SF-50, Notification of Personnel Action, as Sunday, the beginning of the pay period.

2-2 NONINVESTIGATIVE PERSONNEL AT FBIHQ2-2.1 Three-Day Orientation Class

A new support employee must initially receive an oath of office and complete the required entry-on-duty forms. He/She is required to attend a three-day training course where topics mentioned in the "Handbook for FBI Employees" are discussed. He/She must promptly read and digest the contents of this handbook. He/She should receive housing assistance if needed and be otherwise helped as indicated. A tour of FBIHQ is part of his/her initial indoctrination.

2-2.2 Division of Assignment Indoctrination

(1) On the fourth day a new support employee (including transferee) reports to his/her Assistant Director's Office for introduction. The division head reiterates rules concerning safeguarding confidential Bureau data and maintaining high standards of conduct and describes the nature of [the] division's duties and responsibilities. [The division head] advises that [[his/her] door (and the door of every official in the division) is open to any employee who has a problem of any type to discuss. [The division head] must make a record of such interviews. Thereafter, the section or unit chief greets and briefs the employee on (a) the division's administrative organization, (b) the confidential aspect of Bureau records, (c) any special divisional regulations, and (d) personal conduct desired.

(2) A tour of the division is also arranged. The immediate supervisor meets the new employee and explains rest periods, working hours, lunch periods, maintenance of property, supplies, and the duties of employee's new position. Thereafter, the supervisor provides continuous on-the-job training and indoctrination.

2-2.3 Ten-Day Interview

In ten days the employee must be interviewed in order to give additional indoctrination and to determine if any problems exist. Form FD-293 must be executed recording the interview with the new support employee and [reinstated] former member of the armed forces] depending on the length of time he/she was away.

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2-3 NONINVESTIGATIVE FIELD OFFICE EMPLOYEES2-3.1 Field Orientation

Orientation similar to that afforded new support employees at FBIHQ must also be given. A formal three-day course is not practical since new employees usually enter on duty singly in the field. The "Handbook for FBI Employees" must be given to each support employee for ready reference and to be studied and digested.

2-3.2 Ten-Day Field Interview

The ten-day field interview (Form FD-293 is used) must be given in [all offices for all new support employees and reinstated [former members of the armed forces,] and it may be conducted with other reinstated employees. The interview must be performed by the SAC, ASAC, or another official, provided the latter has been approved for this by FBIHQ. Interviews, semiannual and other frequent conferences, written instructions, as well as on-the-job training, perpetuate indoctrination of a field employee and provide opportunity to get to the heart of and resolve any problem or grievance.

2-4 INVESTIGATIVE EMPLOYEES

See Part II, 8-1.2.1 of this manual.

2-5 OATH OF OFFICE

When executing appointment affidavits incident to entry on duty of new employees, authority to administer the oath of office is limited to incumbents of the following positions: Assistant Director; Inspector-Deputy Assistant Director; Personnel Officer; Assistant Personnel Officer; SAC; ASAC; and Support Services Supervisor. This authority is automatically rescinded when the incumbent leaves the specified position. Only employees occupying a specified position may administer such oath unless otherwise authorized by FBIHQ.

2-6 FORMS EXECUTED BY NEW EMPLOYEES

Submit following executed forms to FBIHQ on same day new employee enters on duty:

Application for membership in SATI (executed within 31 days after entry-on-duty date)

Application for Social Security Account Number - SS-5 (if applicable)

Appointment Affidavits - SF-61

Change in Marital Status - FD-292 (if applicable)

Change of Address - FD-310

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Classified Information Nondisclosure Agreement - SF-189

Designation of Beneficiary (Life Insurance) - SF-2823 (if desired)

Designation of Beneficiary (Retirement) - SF-2808 (if applicable and if desired)

Designation of Beneficiary (Unpaid Compensation) - SF-1152 (if desired)

Employee's Withholding Exemption Certificate - Form W-4

Employment Agreement - FD-291

FBI Personnel Status and Security Questionnaire - FD-285 (in duplicate for Special Agents and field clerical employees)

FBI Skills Survey - X422

Federal Savings Bond Payroll Allotment Authorization and Record - FD-308 (if desired)

Health Benefits Registration Form - SF-2809 (executed within 31 days after entry-on-duty date) SAMBA Application for Life Insurance for employees enrolling in SAMBA Health Benefit Plan.

Information Card - 0-13 (FBIHQ only)

Information Concerning Last Federal Employment (Other Than Naval or Military) - FD-173

Life Insurance Election - SF-2817

Notice of Change in Enrollment Status - SF-2810 (if required)

Personnel Record Card - FD-380

[Race and National Origin Identification - SF-181]

Request and Authorization for, or Cancellation of, Allotment of Compensation for City and State Income Tax Purposes - FD-361 (if applicable)

Request for Change in Your Social Security Records - Form OAAN-7003 (if applicable)

Selective Service - Reserve Status - FD-295 (if applicable)

[Self-Identification of Medical Disability - SF-256]

Statement of Federal Service - FD-195

In addition, for Special Agents only:

Office of Preference Letter - FD-314

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INFORMATION PAMPHLETS FURNISHED TO NEW EMPLOYEES

Benefits for Special Agents Under Civil Service Retirement Legislation (Agents only)

Brochure and application for membership in SATI (Special Accident and Travel Insurance)

Brochure on Enrollment Information Guide and Plan Comparison Chart - [RI]70-1

Certificate of Membership in the U.S. Civil Service Retirement System - SF-105 (distributed by FBIHQ) (if applicable)

Departmental Order 350-65, dated 12-28-65, entitled "Standards of Conduct" and all revisions thereof

FBI Career Opportunities

Handbook for FBI Employees - Noninvestigative Personnel

Health and Immunization Record Form (no number)

Life Insurance Program Card

"99 Facts About the FBI - Questions and Answers"

SAMBA Group Insurance Plan Brochure and Application for Membership in SAMBA

The Federal Employees' Group Life Insurance Program - SF-2817A

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SPECIAL INDOCTRINATION SERVICES

Some useful tools which provide additional indoctrination should include active streamlining committees, specialized tours, membership and participation in the FBI Recreation Association, divisional and field office dances, picnics, other outings, and field office tours for the staff's spouses.